

~~CONFIDENTIAL~~

2 May 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Parking Analysis for Period 25 February 1963 through
30 April 1963.

1. Parking Utilization

General Parking (All areas excluding West Lot)

86% Permits Allocated are utilized per day
84% Spaces are utilized per day

West Lot

94% Spaces are utilized per day

Total General Parking

89% Spaces are utilized per day

Reserved Parking

North Lot	80% Spaces are utilized per day
South Lot	72% Spaces are utilized per day
Other Reserved	72% Spaces are utilized per day
Total Reserved	75% Spaces are utilized per day

Total General and Reserved Parking

85% Spaces are utilized per day

2. The present over-allocation of general parking permits in the hands of Agency components is 15%. By coincidence the average daily parking space vacancies is approximately 15%. While the vacancy rate per day remains fairly constant it is noted that the distribution per lane and/or area varies daily. It appears then that any additional over-allocation might well adversely affect the present parking flexibility that exists.



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3. The West Parking Lot vacancy rate over the past two

[REDACTED]
[REDACTED]
parking plan is providing adequately for all the current Agency parking requirements including visitors.

4. Parking surveys to date show that during the afternoons from lunch time on, Agency personnel are leaving the building and are moving their vehicles from the West Lot to lane areas closer to the building in both the North and South Lots. Similarly, personnel are moving cars from furthermost South Lot lanes to closer lane spaces. This practice imposes a hardship on shift personnel reporting for duty after 3:00 P. M.; these people are forced to park in remote locations. This is an administration problem and corrective action should be encouraged to assure discontinuance of this practice.

5. The recent lifting of the parking ban on reserved spaces on Saturdays, Sundays and Holidays is bound to spread to after 3:00 P. M. on weekdays. Further complications to the parking system are inevitable if we continue to follow this course of action.

6. The increase in Agency parking requirements this summer due to summer employees can be met by increased car pooling and sharing of permits of employees on annual leave (vacations). Temporary lane permits could be issued on an over-allocation basis if required as a last resort.

7. Overall parking space utilization, both reserved and general, appears to be satisfactory. There is ample parking space for the total Agency parking requirement, employee and visitor. The present parking system rules and regulations are adequate, if followed and not abused. Improved policing, especially after 12:00 noon is needed.

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Chief,
Space Allocations & Facilities Branch

GROUP 1
Excluded from automatic
downgrading and
declassification